

Flexowriter

WRITING
MACHINE

MODEL SFD

by
Friden

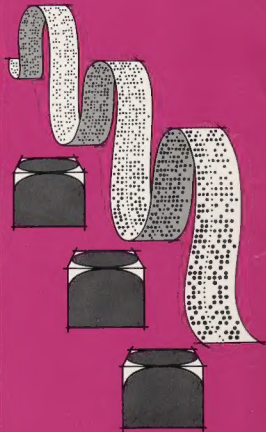


it is a pleasure...

welcoming you to the world-wide family of operators of the FLEXOWRITER* writing machine by FRIDEN.

We are confident that you will master this automatic writing machine with ease. Its standard, fully electric keyboard, so familiar to your touch, requires no re-training of your fingers . . . its automatic typing of repetitive information at 100 words a minute, is your assurance of accuracy and speed.

This booklet shows you how to operate and care for your FLEXOWRITER writing machine. You will want to read it thoroughly . . . and keep it available for ready reference.



Flexowriter *writing machine*

by

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1 PUNCH (Tape and edge-punched card)

2 READER (Tape and edge-punched card)

**3 FULLY ELECTRIC
KEYBOARD**

4 PANEL SWITCHES

keyboard

This standard, fully electric keyboard is easily operated from the home-row position. To operate each key, simply type at your normal speed, with just a feather-light touch.

The keys have an interlock feature that prevents more than one key from being operated at a time. This assures accurate punching of the code for each key.

The white keys (PUNCH OFF, CONTROL, PUNCH ON) can be operated from the keyboard. They also can be operated automatically from their specific codes sensed in the reader.





indicating light - panel switches

The indicating light and panel switches are located above the keyboard. The indicating light glows when the punch is ON. The panel switches control the reader or cause special codes to be punched in the tape.

START READ—starts the reader.

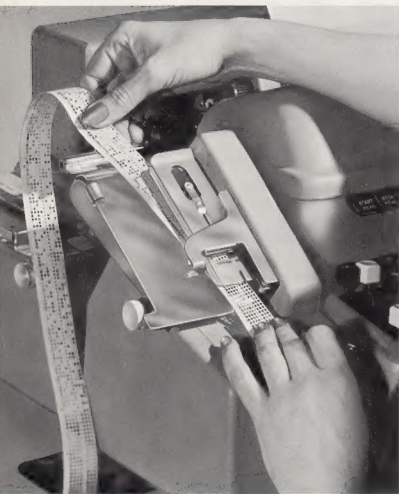
STOP READ—stops the reader.

PUNCH ADRES—punches a special code (8 bit) in the tape. This switch is used to create required Address codes if a SELECTA-DATA* selective reader by FRIDEN is used in your applications.

AUX CODE—punches a special code (3 and 4 bits) in the tape. This switch is used only to create special function codes.

STOP CODE—punches a code that, when it is sensed, automatically stops the reader.

TAPE FEED—automatically feeds tape or edge-punched cards through the punch. This switch is also used to delete codes in tape.



TAPE READER

tape and card readers

Reader of the FLEXOWRITER writing machine interprets codes, typing automatically at 100 words a minute. While it reads, you relax! Built-in guides on the reader assure accurate positioning.

TAPE READER—

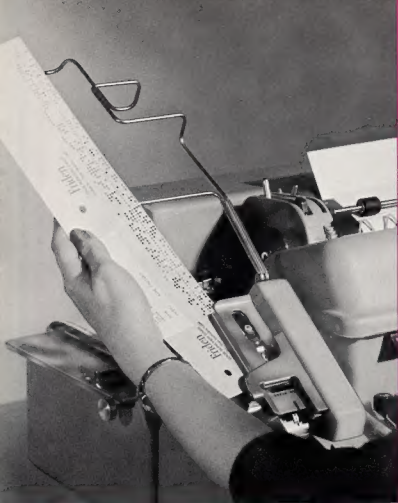
- Lift reader card table.
- Slide tape from left to right.
- Engage feed holes with pin wheels.
- Lower reader card table. First code to be positioned at or above reader station.

EDGE-PUNCHED CARD READER—

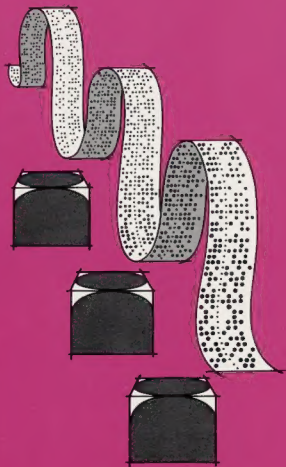
- Lift reader card table.
- Insert edge-punched card from left (above reader station). Slide card to right and down, until stopped by invisible guide.
- Remove hand from card. Lower reader card table.
- Feed holes will engage with pin wheels.

TAB CARD READER—

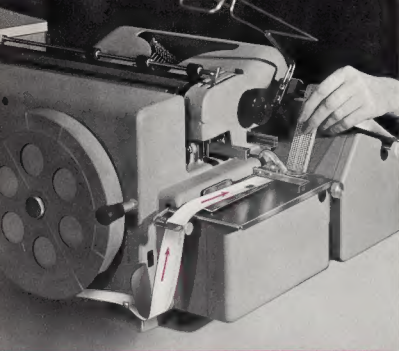
- Raise tab card release lever.
- Slide tab card from left to right, under the inner card guide.
- Slide the tab card down, until stopped by invisible guide.
- Remove hand from tab card. Lower tab card release lever.



EDGE-PUNCHED CARD READER



TAB CARD READER



tape and edge-card punch

When punch of the FLEXOWRITER writing machine is ON, it simultaneously records each keyboard operation . . . capturing your typing energy in the form of code combinations. Once punched, the codes are permanently stored. You need never type the same information again!

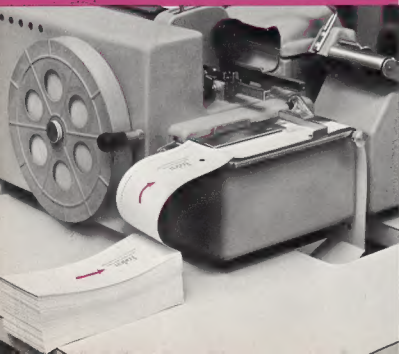
Because the punch is easily reached from your position at the keyboard, any typing errors you may make are quickly corrected.

TAPE . . . Error correction: Position the incorrect code at the punching station. Touch the Tape Feed switch.

EDGE-PUNCHED CARD . . . Error correction: Position the incorrect code at the punching station. Hold down the Aux Code switch and touch the letter "C" on the keyboard.

INSERTING TAPE or EDGE-PUNCHED CARDS—

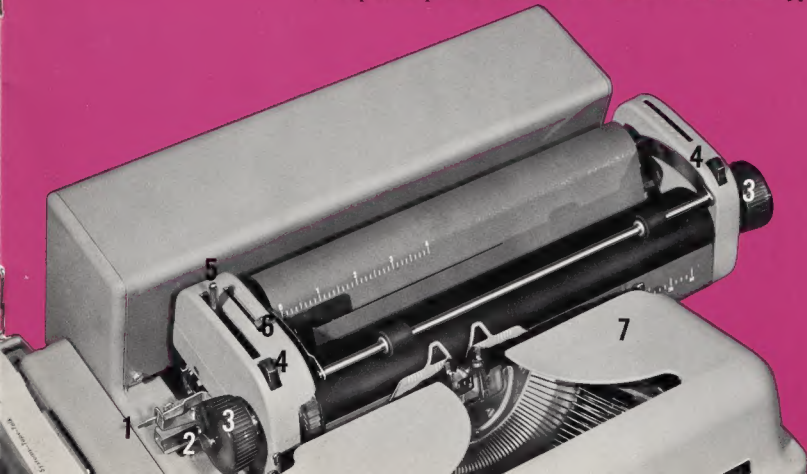
The direction for inserting a new roll of tape or a pack of edge-punched cards is illustrated by arrows in these photographs.



These carriage features provide flexibility on your FLEXOWRITER writing machine:

Carriage controls

1. Margin release lever permits the carriage to be moved for typing beyond the margin. Use this lever when inserting field control rack.
2. Platen variable button used to position paper at other than standard line spacing.
3. Platen knobs turn the platen to allow paper to be inserted, positioned or removed.
4. Carriage release buttons, conveniently located on either side, release the carriage for moving it by hand.
5. Paper release lever, in forward position, frees the paper for positioning or removal.
6. Line space lever adjusts to the selection of single, double, or triple line spacing.
7. Top cover plate is removable for access to ribbon and type.



ribbon

The specially designed ribbon mechanism of your FLEXOWRITER writing machine permits you to change ribbons quickly.

CHANGING ribbon—

Remove the top cover plate and wind all of the ribbon on the fullest spool.

1. If spool does not turn freely, move manual ribbon reverse lever.
2. Remove old ribbon by pulling out spool retaining spring.
3. Place empty spool on left spool holder.
4. Insert new ribbon on right spool holder.
5. Thread leading edge of ribbon through right ribbon reverse lever.
6. Thread through right ribbon guide, turn the ribbon so the outside edge is on the bottom.
7. Thread ribbon through the ribbon lift guide.
8. Thread through the left ribbon guide.
9. Thread through the left ribbon reverse lever. Secure the leading edge to the tab on the empty spool.





margin - tabs

If your writing machine has Pica type (10 character to the inch) tab stops may be placed in increments of one letter space. If it has Elite type (12 characters to the inch) tab stops may be placed in increments of two letter spaces. The margin stop can be set in increments of one letter space.

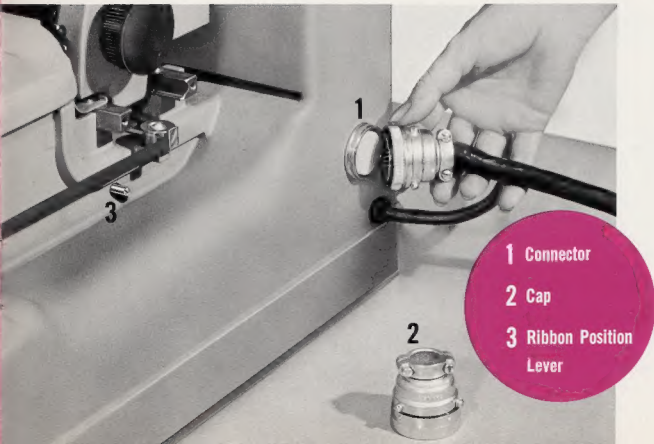
Tilt back the paper table. Note that the markings on the margin rack and on the tab rack correspond to those on the front paper scale. Refer to this scale when determining the placement of the margin stop and tab stops.

MARGIN—To set the left margin, position the carriage where the margin is to be located. Push down on the center of the margin stop and slide it to the prelocated position.

TAB STOPS—To set a tab stop, push it down and slightly forward. To remove a tab stop, push it slightly backward. Pull it up and out.

connector - ribbon position lever

There are many different types of Auxiliary Readers which may be used with your automatic writing machine. For greater flexibility, your applications may require the use of one of these special units.



CONNECTOR—

The connector, located on the right side of the FLEXOWRITER writing machine is covered by a cap. The connector at the end of the cable from each auxiliary reader is interchangeable with the cap on the machine. To connect an auxiliary reader, simply replace the cap on the machine with the connector on the cable from the auxiliary reader.

RIBBON POSITION LEVER—

The ribbon position lever permits maximum use of the ribbon. The top and bottom positions of this lever allow the top or bottom portions of the ribbon to be used. The center position disengages the ribbon for stencil preparation.

Care

Your new FLEXOWRITER writing machine by FRIDEN deserves the very best of care. Learning to keep it in smooth running order is just as important as learning how to operate it correctly.

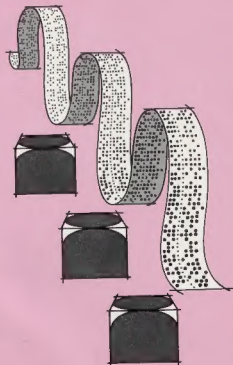
Always cover your machine when it is not in use.

Dust the writing machine daily. Use a camel's-hair brush when cleaning around the keys or other areas not easily reached by cloth.

For clear, sharp type, clean the type frequently with a dry, stiff brush. Brush the type faces lightly, in a forward movement. Should you find it necessary to use cleaning fluid, use it sparingly.

Clean the platen, paper bail rolls, and the feed roll assembly once a week with a cloth moistened with cleaning fluid.

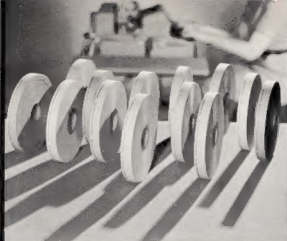
When punching or reading tape, keep it in the tape and chad box . . . don't let it trail on the floor where it might pick up particles of dirt. Dirt can cause wear on parts and subsequent incorrect operation of your writing machine.



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quality-tested
supplies

*A Trademark of FRIDEN, INC.



paper tape
Dura-tape/computer tape

FRIDEN* paper tape is available in pink, yellow, green, gray, blue, and buff; brown Dura-Tape; Mylar computer tape.



tape cement

Tape cement for splicing tape into loop for continuous reading. Quick drying.



tape envelopes

Wafer-thin transparent envelopes preserve punched tapes.



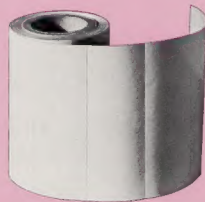
edge-punched cards

Edge-punched cards, designed for operating and filing ease. Available in tape colors; Mylar laminated.



tape filing boxes

Glassine coated tape filing boxes. Identification space.



edge-punched card labels

Pressure-sensitive labels identify edge-punched cards.



fabric ribbons

Fewer changes with FRIDEN* nylon ribbon. Fused edges prevent raveling and fraying. Uniform inking and impressions.

Friden, Inc.

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SALES AND SERVICE THROUGHOUT THE WORLD

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